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Class Specifications
for the Class:

SCHOOL LANDS & FACILITIES SPECIALIST
(SCHOOL LANDS & FACS SPCLT)

Duties Summary:

Establishes and maintains a comprehensive inventory management information system of all public school lands and facilities; develops and provides data to support planning for the construction, use and maintenance of public school facilities; participates in the review and analyses of planning documents and in other planning activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is responsible for providing staff assistance in the planning, construction and use of the Department of Education's public school lands and facilities. The work involves gathering, compiling and providing information for various planning purposes such as budgeting for capital improvement projects including planning for the design and construction of facilities such as new schools, addition to schools and replacement of existing school facilities; participating in the review and analyses of planning documents such as facilities assessment and development needs (FADS); establishing and maintaining an inventory of all public school lands and facilities through a comprehensive computerized management information system of files which serve as the basic source data; and reviewing plans and other documents to ensure adherence to educational specifications.

This class also reflects responsibility for the accounting and reporting of fixed assets including the computation and determination of land valuation and capitalization, and for responding to auditors as necessary.

The sole position in this class works under the general supervision of an Educational Officer of the Department of Education. The work is performed within the framework of State and departmental policies and procedures, guides and specifications.

Examples of Duties:

Develops and provides data and information concerning public school lands and facilities; participates in the review and analysis of planning documents; conducts and/or participates in

the conduct of meetings to resolve and/or reconcile data and information for recordation and planning purposes; reviews architectural, engineering and other plans to gather information for record keeping and recommends changes for inventory control as appropriate and to ensure adherence to educational specifications; initiates and/or participates in the development of correspondence, reports and other documents; prepares work sheets, and accounts for and reports on fixed assets including state land valuation and capitalization; responds to auditors in cases of audit; establishes and maintains an accurate and detailed computerized system of files covering sites, lands, facilities, rooms, etc.; reviews plot plans for changes due to new constructions, demolitions, acquisition/return of lands; recommends improvements to the physical facilities computerized information system; review existing policies, procedures and guidelines as they relate to accounting of physical facilities and recordkeeping and drafts appropriate revisions or recommends new provisions; meets with appropriate personnel and/or agencies to explain policies and procedures for facilities accounting, reporting and control; works with other organizational units or department to verify reports; assists and instructs personnel such as office, state, district and school staff in checking and verifying the accounting of physical facilities including records, reports and related documents; annually submits an inventory of all school land and physical facilities to the department of Accounting and General Services through the Operations Section of the Administrative Services Branch; participates in overseeing the operation and maintenance of personal computers in the Facilities Support Services Branch and the selection of software and peripheral equipment.

Knowledge and Abilities Required:

Knowledge of: Data collection, analysis and evaluation techniques for various purposes such as budgeting for capital improvement projects, planning for the design, modification and construction of school facilities; familiarity with data based programs for personal computers; and report writing.

Ability to: Analyze and evaluate facts and draw sound conclusions; review planning documents and provide recommendations; read and understand architectural, engineering and other plans to gather information for recordkeeping and to ensure adherence to educational specifications; learn, interpret and apply educational specifications relating to school lands and facilities, organize, develop and present data used for capital improvement budgeting, planning and design for construction, use and maintenance of school facilities; account for fixed assets including the application of land valuation and capitalization concepts; meet and deal effectively with planners, specialists,

principals and others; prepare correspondence and reports; and
communicate effectively both orally and in writing.

This is the first specification for the new class, SCHOOL
LANDS & FACILITIES SPECIALIST (SCHOOL LANDS & FACS SPCLT).

Effective Date: 11/16/88

DATE APPROVED: 7/13/92

/s/ Ann K. Kon
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